

# LIBR 259-11

## Preservation Management

### Spring 2011 Greensheet

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**Office Hours:** Virtually via weekly Elluminate sessions (see D2L for schedule), by e-mail, and by Skype

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#### Greensheet Links

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**I will open the Preservation Management D2L site on Wednesday, January 25th. Please log in to our class D2L site no later than Thursday, January 26th.**

## Course Description

The course is designed to introduce you to the world of preservation, both analog and digital. Together, we will explore various methods and models of preservation while regularly discussing hot topics and emerging trends in the field. This is a broad, introductory course that will cover the historical, theoretical, managerial, analytical, and practical aspects of preservation. About a quarter of the class will be dedicated to analog preservation issues, over half to digital preservation management, and the remaining portion will address issues that relate to both.

Topics will include:

- Preservation history
- Fundamentals of disaster preparedness and response
- Analog preservation (paper, microfilm, audiovisual)
- Digital preservation and digital curation
- Preservation planning and policy creation (analog and digital)
- Preservation metadata (PREMIS)
- Preservation standards (OAIS, PREMIS, TRAC)
- Preservation tools, systems, and services
- Preservation management (economics, staffing, organizational issues)
- Intellectual property management
- Trends in the preservation field

Students learn best through actively engaging with the course materials. In addition to weekly readings from professional literature, this course will feature brief weekly "lecturettes" and activities that will provide further information on the week's topic and engage you in thinking about and working with the course materials. All course "meetings" will be recorded to allow students to attend asynchronously.

*Course Prerequisites: LIBR 200, 202, 204 required.*

# Course Objectives

## Student Learning Outcomes

At the conclusion of this course, you should be able to:

- Summarize why analog and digital library/archival materials deteriorate;
- Describe preservation's relationship to each phase of an object's lifecycle;
- Evaluate methods of treating, reformatting, and storing analog and digital library and archival materials;
- Write an effective preservation plan;
- Understand the interdependencies between preservation and various library/archive departments;
- Describe the technical challenges of digital preservation and digital curation;
- Locate information about and employ disaster prevention and response strategies for analog and digital collections;
- Identify technical standards in preservation, including the OAIS model, PREMIS, and TRAC;
- Identify, interpret, and evaluate preservation information sources, including technical standards, development tools, scientific and administrative research reports, and advocacy literature; and
- Establish the foundation for your own personal philosophy of preservation.

## LIBR 259 supports the following MLIS Core Competencies:

- Competency D. Apply the fundamental principles of planning, management and marketing/advocacy;
- Competency F. Use the basic concepts and principles related to the creation, evaluation, selection, acquisition, preservation and organization of specific items or collections of information;
- Competency M. Demonstrate oral and written communication skills necessary for group work, collaborations and professional level presentations.
- Competency N. Evaluate programs and services on specified criteria.

Please keep in mind that individual assignments may support additional core competencies, and students can and should use any and all of the course assignments (including discussion posts) as artifacts for their e-Portfolio.

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# Course Requirements

## Mode of Instruction

This course is entirely asynchronous. We will use D2L and Elluminate as our classroom and lab settings. We will use D2L for access to readings and course materials, assignments, and discussions. We will use Elluminate as an optional synchronous environment for an office hour each week. I encourage those with questions or a desire for interaction with me and/or the class to come to office hours whenever possible. Each week, I will work with those in attendance to post any questions/responses from office hours that we believe may benefit the class as a whole.

## Course Organization

The D2L course site is divided into two main sections: Course Information and Weekly Units.

- *Course Information* contains info essential to your success in the course, such as our syllabus, details on assignments and exams, assignment submission deadlines, discussion/participation requirements, point distribution and grade scale, as well as policies and expectations. Be sure to read this section carefully as you are expected to know all of the course requirements and policies and will be held accountable for the information. Failing to familiarize yourself with these details can negatively impact your ability to excel in the course.

- *Weekly Units* include details about the work you are expected to complete each week, including: reading assignments, questions to keep in mind while you are reading, learning objectives, audio/video lectures, lecture notes, and assignments (including discussion questions and self-quizzes).

## Assignments

Please see our D2L site for details regarding due dates, assignment requirements, and grading information.

### **Book Soaking Exercise (20% of total grade; competency F)**

During this 10-day activity, you will conduct a small-scale simulation of water damage conditions for analog materials. You will wet a book (both the book and the method are yours to choose), and you will research, select, and apply appropriate drying methods. You will maintain a journal about the experience and will write a formal, four-page description of the exercise, including your drying method and results. The intent of this assignment is to provide you with practical experience in analog preservation and a sense of the gravitas of water damage.

### **“Wik-tionary” of Digital Preservation Terms (20% of total grade; competency M)**

This group assignment will require each student to individually define a list of important terms (provided by the instructor) related to digital preservation. You will be placed into groups, and each group will then decide together which of their individual definitions best describes the terms. Each group will post its final set of terms on the course wiki. This assignment will help you to enrich your topical understanding of digital preservation, learn to determine validity of sources, and build your working relationships with your peers.

### **Position Paper (20% of total grade, competency F, N)**

This assignment will enable you to explore an area of interest in greater depth by taking a position (pro or con) in response to a contemporary digital preservation issue. You do not have to personally agree with which side you take on the issue, but you are expected to provide supporting evidence for whichever angle you choose, either affirmative or negative. The assignment is designed to help you learn to construct a solid argument and to begin building your own personal philosophy of preservation.

### **Final Project: Digital Preservation Plan (20% of total grade, Competencies D, M)**

For this assignment, you will establish a relationship with a local institution (library, archive, public radio/tv affiliate, etc) that is building its digital collections and that has not yet produced a digital preservation plan. You will design and implement a needs-assessment interview to gather pertinent information about the institution and its collections, and then you will produce a digital preservation plan in conjunction with the institution’s staff. You will also keep a journal of the experience, and will write up a brief paper documenting the challenges and successes of the project and any remaining work that you believe the institution should complete in the future. The assignment is designed to provide you with a mini-practicum that will deepen your understanding of digital curation/preservation, policy development, and teamwork.

### **Online Discussions (20% of total grade)**

Because this class is entirely asynchronous, the online discussions are an integral part of this course. These will be structured, and participation is mandatory. For each week’s class material, one substantive, thoughtful initial post and one response to another person's posts are required.

## Assignment Submission

Assignments must be double-spaced using a 12-point font, and include a one-inch margin on all sides. They must be submitted by 11:59 pm ET on the day that they are due using the D2L drop box provided in the relevant weekly module. Ten points per day will be deducted for assignments that are turned in after the due date without prior approval.

If your life circumstances require that you request an extension, please do so at least a week before the assignment due date. No extensions will be granted for discussion posts or for the “Wik-tionary” definitions assignment because students are dependent on each other’s work in these cases.

## Textbooks and Readings

### Required Readings

There is no required textbook for this course, and all of your readings will be available via the Web, either through citation (for articles available through SJSU’s databases), reserved readings (available to you using your King Library account) or through openly available websites. Readings will be posted on the D2L course site and listed in the syllabus. In addition to completing your readings, you will sometimes need to also “analyze” websites, “do” an online activity, or “watch” audio/video lectures.

### Grading Scale

The standard SJSU SLIS Grading Scale is utilized for all SLIS courses:

97-100	A
94-96	A-
91-93	B+
88-90	B
85-87	B-
82-84	C+
79-81	C
76-78	C-
73-75	D+
70-72	D
67-69	D-
Below 67	F

In order to provide consistent guidelines for assessment for graduate level work in the School, these terms are applied to letter grades:

- C represents Adequate work; a grade of "C" counts for credit for the course;
- B represents Good work; a grade of "B" clearly meets the standards for graduate level work;
- A represents Exceptional work; a grade of "A" will be assigned for outstanding work only.

Students are advised that it is their responsibility to maintain a Grade Point Average (GPA) of 3.0.

### Academic Integrity

Your own commitment to learning, as evidenced by your enrollment at San José State University, and the

University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development. The policy on academic integrity can be found at

[http://www.sjsu.edu/studentconduct/Students/Student\\_Academic\\_Integrity\\_Process/](http://www.sjsu.edu/studentconduct/Students/Student_Academic_Integrity_Process/).

**Reasonable Accommodation of Disabilities**

If you need course adaptations or accommodations because of a disability, please e-mail me as soon as possible. Presidential Directive 97-03 requires that students with disabilities register with the Disability Resource Center (DRC) to establish record of their disability.

No matter where students reside, they should contact the SJSU DRC to register. The DRC Web site:

<http://www.drc.sjsu.edu/>

## **UNIT ONE: INTRODUCTION AND BASIC PRESERVATION CONCEPTS (JAN 25-JAN 27)**

Objective: Students will understand the purpose, goals, requirements, and expectations of this course.

### **Required Readings**

- Course Interface, Greensheet, Syllabus
- "Preservation (library and archival science)" *Wikipedia: The Free Encyclopedia*  
[http://en.wikipedia.org/wiki/Preservation\\_%28library\\_and\\_archival\\_science%29](http://en.wikipedia.org/wiki/Preservation_%28library_and_archival_science%29)
- Chodorow, Stanley. 2006. "To Represent Us Truly: The Job and Context of Preserving the Cultural Record." *Libraries & the Cultural Record* 41:3  
[http://muse.jhu.edu/journals/libraries\\_and\\_culture/v041/41.3chodorow.html](http://muse.jhu.edu/journals/libraries_and_culture/v041/41.3chodorow.html)

## **UNIT TWO: PRESERVATION AND ITS HISTORY (JAN 28-FEB 3)**

Objective: Students will be able to identify and be conversant about major milestones in the development of the preservation field.

### **Assignments**

Book Soaking Exercise

DUE: Friday, February 17, 11:59pm ET

### **Required Readings**

- O'Toole, James M. "On the Idea of Permanence," *American Archivist* 52 (Winter, 1989), 10-25. In *American Archival Studies: Readings in Theory and Practice*, ed. Randall C. Jimerson. Chicago: Society of American Archivist, 2000, 475-94. (via King Library)
- Cloonan, Michele Valerie. 2010. Conservation and Preservation of Library and Archival Materials, *Encyclopedia of Library and Information Sciences*, Third Edition pp. 1250-1268. Available online through the SJSU online catalog.
- Heritage Preservation and Institute of Museum and Library Services. *A Public at Risk: The Heritage Health Index Report on the State of America's Collections (SUMMARY)*. Washington, DC: Heritage Preservation, Inc., 2005.  
<http://www.heritagepreservation.org/HHI/HHIsummary.pdf>

### **Optional Readings**

- Meyer, Lars. *Safeguarding Collections at the Dawn of the 21st Century: Describing Roles & Measuring Contemporary Preservation Activities in ARL Libraries*. Washington, DC: ARL, 2009.  
<http://www.arl.org/bm~doc/safeguarding-collections.pdf>
- Darnton, Robert. 2008. "The Library in the New Age." *New York Review of Books*.  
<http://www.nybooks.com/articles/21514>
- Darling, Pamela W. and Sherelyn Ogden. "From Problem Perceived to Programs in Practice: the Preservation of Library Resources in the U.S.A., 1956-1980," *Library Resources and Technical Services* 25 (1981), 9-29.
- Heritage Preservation and Institute of Museum and Library Services. *A Public at Risk: The Heritage Health Index Report on the State of America's Collections*. Washington, DC: Heritage Preservation, Inc., 2005. <https://www.heritagepreservation.org/HHI/full.html>
- Marcum, Deanna and Amy Friedlander. "Keepers of the Crumbling Culture: What Digital Preservation Can Learn from Library History," *D-Lib Magazine* 9:5 (2003),  
<http://www.dlib.org/dlib/may03/friedlander/05friedlander.html>

### **UNIT THREE: ENVIRONMENT AND CARE (FEB 4-10)**

Objective: Students will be able to describe the fundamental preservation challenges libraries face for analog and physical collections.

#### **Section 1: Disaster**

##### **Required Readings**

- Ogden, Sherelyn. 2007. "Protection from Loss: Water and Fire Damage, Biological Agents, Theft, and Vandalism."  
[http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/01ProtectionFromLoss.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/01ProtectionFromLoss.php)
- Buchanan, Sally. 2007. "Emergency Salvage of Wet Books and Records."  
[http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/06SalvageWetBooks.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/06SalvageWetBooks.php)
- Albright, Gary. 2007. "Emergency Salvage of Wet Photographs."  
[http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/07SalvageWetPhotos.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/07SalvageWetPhotos.php)
- Lindblom Patkus, Beth. 2007. "Emergency Salvage of Moldy Books and Paper."  
[http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/08SalvageMoldyBooks.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/08SalvageMoldyBooks.php)

##### **Required Video (40 minutes)**

- 1968. "The Restoration of books." Royal College of Art, London.  
<http://stream.scl.utah.edu/index.php?c=details&id=284> [Film about the Florence flood.]

#### **Section 2: Building and environment**

##### **Required Readings**

- 2007. "Environmental Specifications for the Storage of Library & Archival Materials." Lyasis.  
<http://www.lyasis.org/Products%20and%20Services/Digital%20and%20Preservation%20Services/Resources%20and%20Publications/Environmental%20Specifications.aspx> (open "Attachment")
- "Monitoring Temperature and Relative Humidity." NEDCC Leaflet 2:2.  
[http://www.nedcc.org/resources/leaflets/2The\\_Environment/02TemperatureAndHumidity.php](http://www.nedcc.org/resources/leaflets/2The_Environment/02TemperatureAndHumidity.php)
- 2003. "Invasion of the Giant Mold Spore." Lyasis.  
<http://www.lyasis.org/Products%20and%20Services/Digital%20and%20Preservation%20Services/Resources%20and%20Publications/Invasion%20of%20the%20Giant%20Mold%20Spore.aspx>
- "Integrated Pest Management." NEDCC Leaflet 3:10.  
[http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/10PestManagement.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/10PestManagement.php)

#### **Section 3: Care and handling**

##### **Required Readings**

- 2006. "Guidelines for the Security of Rare Books, Manuscripts, and other Special Collections," American Library Association, Association of College and Research Libraries.  
<http://www.ala.org/ala/mgrps/divs/acrl/standards/securityrarebooks.cfm>
- "Human enemies." New York University Preservation Department.  
<http://library.nyu.edu/preservation/exhibits/presexh/human.htm>

##### **Required Video**

- Murder in the Stacks.  
<https://www1.columbia.edu/sec/cu/libraries/bts/preservation/care/index.html>



#### **UNIT 4: MICROFILM, AUDIOVISUAL MATERIALS (FEB 11-17)**

Objective: Students will be able to discuss preservation options for non-digital print and audiovisual materials.

**DUE: Assignment #1, Book Soaking Exercise (February 17, 11:59pm ET)**

#### **Assignments**

Digital Preservation Plan

DUE Friday, May 11, 11:59 pm ET

#### **Required Readings**

- "Mass Deacidification." *Wikipedia: The Free Encyclopedia*  
[http://en.wikipedia.org/wiki/Mass\\_deacidification](http://en.wikipedia.org/wiki/Mass_deacidification)
- Pilette, Roberta. 2003. "Mass Deacidification: A Preservation Option for Libraries." World Library and Information Congress: 69th IFLA General Conference and Council, Berlin.  
<http://archive.ifla.org/IV/ifla69/papers/030e-Pilette.pdf>
- "Microfilm and Microfiche." NEDCC Leaflet 6:1.  
<http://www.nedcc.org/resources/leaflets/6Reformatting/01MicrofilmAndMicrofiche.php>
- Baker, Nicholson. 2001. "Chapter 34: Turn the Pages Once" from *Double Fold: Libraries and the Assault on Paper*. On reserve at King Library.

#### **Required Video (approximately 1 hr 20 min total)**

- CCAHA. 2010. "A Race Against Time: Preserving AV Media" <http://www.ccaha.org/education/videos>. Watch ALL segments, as follows:

[Segment 1: Introduction](#)

[Segment 2: Audiovisual Preservation Basics](#)

[Segment 3: Audio Preservation](#)

[Segment 4: Video](#)

[Segment 5: Film, Part 1](#)

[Segment 6: Film, Part 2](#)

[Segment 7: Contracting for Reformatting](#)

#### **Optional Readings**

- Burkel, Russ. 2003. "The role of microfilm in information management." *Information Management Journal*. [http://www.thefreelibrary.com/\\_/print/PrintArticle.aspx?id=97393131](http://www.thefreelibrary.com/_/print/PrintArticle.aspx?id=97393131)
- Edmondson, Ray. 2004. "Chapter 5: Preservation" in *Audiovisual archiving: philosophy and principles*. (Paris: UNESCO), pp. 44-51. <http://unesdoc.unesco.org/images/0013/001364/136477e.pdf>
- Van Bogart, John. 1995. Magnetic tape storage and handling. Washington, D.C.: *Commission on Preservation and Access and the National Media Laboratory*, chapters 1-2, 4.  
<http://www.clir.org/pubs/reports/pub54/index.html>
- Videotape identification and assessment guide. Texas Commission on the Arts.  
<http://www.arts.state.tx.us/video>

## **UNIT FIVE: INTRODUCTION TO DIGITAL PRESERVATION (FEB 25-MAR 2)**

Objective: Students will be able to define and use fundamental digital preservation terms and concepts.

### **Assignments**

Creating a “Wiktionary” of Digital Preservation Terms

DUE: Friday, March 9, 11:59pm ET

### **Required Readings**

- Association for Library Collections and Technical Services (ALCTS). “Definitions of Digital Preservation.” Prepared by the Preservation and Reformatting Section, Working Group on Defining Digital Preservation, ALA Annual Conference, Washington, D.C., June 24, 2007.  
<http://www.pla.org/ala/mgrps/divs/alcts/resources/preserv/defdigpres0408.pdf>
- Digital Curation Centre (DCC). Glossary of Terms (on Digital Curation).  
<http://www.dcc.ac.uk/resource/glossary/>
- Garrett, John & Donald Waters. “Preserving Digital Information: Report of the Task Force on Archiving of Digital Information.” The Commission on Preservation and Access and RLG, 1996.  
<http://www.oclc.org/programs/ourwork/past/digpresstudy/final-report.pdf>
- Cornell University. “Digital Preservation Management Tutorial: Implementing Short-term Strategies for Long-term Problems.” Read all of the assigned sections, as described below. Use the “next” button to ensure that you read all of the content in each section. Links outward (e.g., OAIS) are optional.
  - Read “Setting the Stage” and take the timeline quiz:  
<http://www.icpsr.umich.edu/dpm/dpm-eng/timeline/index.html>
  - Read “Terms & Concepts”: <http://www.dpworkshop.org/dpm-eng/terminology/index.html>
  - Read “Obsolescence & Physical Threats” and take the media quiz:  
<http://www.dpworkshop.org/dpm-eng/oldmedia/index.html>

### **Required Video (approximately 5 min)**

- Information R/Evolution video: <http://www.youtube.com/watch?v=-4CV05HyAbM&feature=related>

### **Optional Readings**

- Piller, Charles. 2006. “Unable to Repeat the Past,” *Los Angeles Times*, September 13, 2006.  
<http://articles.latimes.com/2006/sep/13/business/fi-archive13>
- Conway, Paul. 1996. “Preservation in the Digital World.” CLIR.  
<http://www.clir.org/pubs/reports/conway2/>
- Thibodeau, Kenneth. “Overview of Technological Approaches to Digital Preservation and Challenges in Coming Years.” *Conference Proceedings, The State of Digital Preservation: An International Perspective*, Washington, D.C., April 24-25, 2002.  
[www.clir.org/PUBS/reports/pub107/thibodeau.html](http://www.clir.org/PUBS/reports/pub107/thibodeau.html)

## **UNIT SIX: FUNDAMENTALS OF DIGITAL PRESERVATION, PART 1 (MAR 3-9)**

Objective: Students will be able to identify and discuss the contemporary issues and challenges of digital preservation.

### **DUE: Assignment #2, Creating a "Wiktionary" of Digital Preservation Terms (March 9, 11:59pm ET)**

#### **Required Readings**

- David S. H. Rosenthal, "Bit Preservation: A Solved Problem?", *International Journal of Digital Curation*, vol. 1, no.5. <http://www.ijdc.net/index.php/ijdc/article/viewFile/151/224>
- Harvey, Ross. "So where's the black hole in our collective memory? A Provocative Position Paper (PPP)," Digital Preservation Europe, December 16, 2007. [http://www.digitalpreservationeurope.eu/publications/position/Ross\\_Harvey\\_black\\_hole\\_PPP.pdf](http://www.digitalpreservationeurope.eu/publications/position/Ross_Harvey_black_hole_PPP.pdf)
- Cornell University. "Digital Preservation Management Tutorial: Implementing Short-term Strategies for Long-term Problems." Read all of the assigned sections, as described below. Use the "next" button to ensure that you read all of the content in each section. Links outward (e.g., OAIS) are optional.
  - "Foundations": <http://www.dpworkshop.org/dpm-eng/foundation/index.html>
  - "Challenges": <http://www.dpworkshop.org/dpm-eng/challenges/index.html>
  - "Program Elements": <http://www.dpworkshop.org/dpm-eng/program/index.html>

#### **Optional Readings**

- UNESCO. 2003. *Guidelines for the Preservation of Digital Heritage*. <http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>
- Lavoie, Brian, Dempsey, Lorcan. 2004. "Thirteen Ways of Thinking About... Digital Preservation." *DLib Magazine*. <http://www.dlib.org/dlib/july04/lavoie/07lavoie.html>
- Rieger, Oya. 2008. "Preservation in the Age of Large Scale Digitization." Council on Library and Information Resources. <http://www.clir.org/pubs/reports/pub141/pub141.pdf>

## **UNIT SEVEN: FUNDAMENTALS OF DIGITAL PRESERVATION, PART 2 (MAR 10-16)**

Objective: Students will be able to identify and discuss the contemporary issues and challenges of digital preservation.

### **Assignments**

Position Paper

DUE Friday, April 13, 11:59 pm ET

### **Required Readings**

- Marcum, Deanna and Amy Friedlander. "Keepers of the Crumbling Culture: What Digital Preservation Can Learn from Library History," *D-Lib Magazine* 9:5 (2003), <http://www.dlib.org/dlib/may03/friedlander/05friedlander.html>
- Ross, Seamus. "Changing Trains at Wigan: Digital Preservation and the Future of Scholarship." 2000. <http://www.bl.uk/blpac/publicationsnpo.html> (scroll down and select this pdf)
- Hedstrom, Margaret. "It's About Time: Research Challenges in Digital Archiving and Long-term Preservation." Washington, DC: NSF & LOC, 2003. [http://chnm.gmu.edu/digitalhistory/links/pdf/preserving/8\\_4b.pdf](http://chnm.gmu.edu/digitalhistory/links/pdf/preserving/8_4b.pdf)
- Conway, Paul. 2010. "Preservation in the Age of Google: Digitization, Digital Preservation, and Dilemmas." *The Library Quarterly* 80 (1): 61-79. Also available through the University of Michigan's IR at: <http://deepblue.lib.umich.edu/handle/2027.42/85223>

### **Optional Readings**

- Duranti, Luciana. 1995. "Reliability and Authenticity: The Concepts and their Implications," *Archivaria* 39, 5-10. <http://journals.sfu.ca/archivar/index.php/archivaria/article/viewPDFInterstitial/12063/13035>
- Gladney, H. M., Bennett, J.L. 2003. "What do we Mean by Authentic? What's the Real McCoy?" *D-Lib Magazine*, 9:7/8. <http://www.dlib.org/dlib/july03/gladney/07gladney.html>

## **UNIT EIGHT: FILE FORMATS AND STORAGE MEDIA (MARCH 17-25\*)**

Objective: Students will be able to describe the rationale behind and methods for selecting particular file format types and storage media that enhance the longevity of digital objects.

### **Required Readings**

#### **Section 1: File Formats**

- Sustainability of Digital Formats: Planning for Library of Congress Collections.  
<http://www.digitalpreservation.gov/formats/intro/intro.shtml>
- Brown, Adrian. "Selecting File Formats for Long-Term Preservation." London: The National Archives (June 19, 2003) <http://www.nationalarchives.gov.uk/documents/selecting-file-formats.pdf>
- "Recommended Data Formats for Preservation Purposes in the FCLA Digital Archive."  
<http://fclaweb.fcla.edu/node/586> (third link on the page)

#### **Section 2: Storage Media**

- Brown, Adrian. "Selecting Storage Media for Long-Term Preservation." London: The National Archives (June 19, 2003). <http://www.nationalarchives.gov.uk/documents/selecting-storage-media.pdf>
- Puglia, Steve. "Creating Permanent and Durable Information: Physical Media and Storage Standards." *CRM: Cultural Resource Management* 22/2 (1999): 25-27. <http://crm.cr.nps.gov/archive/22-2/22-02-10.pdf>

#### **Section 3: Standards**

- Waibel, Günter. "Like Russian Dolls: Nesting for Digital Preservation." *RLG DigiNews* 7/3 (June 2003).  
<http://www.worldcat.org/arcviewer/1/OCC/2007/08/08/0000070513/viewer/file3453.html#feature2>
- White Paper: "PDF/A: The Basics." January 22, 2007. <http://www.pdf-tools.com/public/downloads/whitepapers/whitepaper-pdfa.pdf>

### **Optional Readings**

- Smith, Abby. 1999. "Why Digitize?" Council on Library and Information Resources.  
<http://www.clir.org/pubs/reports/pub80-smith/pub80.html>
- RLG. "Risk Management of Digital Information: A File Format Investigation." *RLG DigiNews* 4/3 (June 2000). <http://www.rlg.org/legacy/preserv/diginews/diginews4-3.html#technical1> ("Access this item")
- Rog, Judith and Caroline van Wijk. "Evaluating File Formats for Long-term Preservation." White Paper: National Library of the Netherlands, 2007.  
[http://www.kb.nl/hrd/dd/dd\\_links\\_en\\_publicaties/publicaties/KB\\_file\\_format\\_evaluation\\_method\\_27022008.pdf](http://www.kb.nl/hrd/dd/dd_links_en_publicaties/publicaties/KB_file_format_evaluation_method_27022008.pdf)

*\*This unit is scheduled for 1.5 weeks due to spring break, March 26-30*

## **UNIT NINE: OPEN ARCHIVAL INFORMATION SYSTEM (OAIS) REFERENCE MODEL (MAR 31-APR 6)**

Objective: Students will be able to identify and describe functional components and stakeholder roles of the OAIS Reference Model.

### **Readings**

- Lavoie, Brian. "The Open Archival Information System Reference Model: Introductory Guide," OCLC Online Computer Library Center, January 2004. [http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)
- 2006. "Requirements for Trustworthy Recordkeeping Systems and the Preservation of Electronic Records in a University Setting." Tufts and Yale: Fedora and the Preservation of University Records, **section 1.5** <http://dca.tufts.edu/features/nhprc/reports/index.html>
- Cornell University. "Digital Preservation Management Tutorial: Implementing Short-term Strategies for Long-term Problems."
  - Review "Foundations" (which you encountered earlier this semester):  
<http://www.dpworkshop.org/dpm-eng/foundation/index.html>

### **Optional Readings**

- Consultative Committee for Space Data Systems 650.0-B-1. "Recommendation for Space Data Systems Standards: Reference Model for an Open Archival Information System (OAIS)," Blue Book, January 2002. <http://public.ccsds.org/publications/archive/650x0b1.pdf>
- CCSDS 650.1-B-1: "Producer-Archive Interface Methodology Abstract Standard," Blue Book. Issue 1. May 2004. [This Recommendation has been adopted as ISO 20565.]  
<http://public.ccsds.org/publications/archive/651x0m1.pdf>

## **UNIT TEN: PLANNING AND POLICY CREATION (APRIL 7-13)**

**DUE Assignment #3: Position Paper (Friday, April 13, 11:59 pm ET)**

### **Digital Preservation Planning and Policy Creation Workshop**

- See course site for links to the ppt presentations and other resources

### **Sites**

- “Disaster planning worksheet.” NEDCC Leaflet 3:4.  
[http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/04DisasterPlanWorksheet.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/04DisasterPlanWorksheet.php)
- National Film & Sound Archive. “Disaster Planning: Disaster Prevention and Disaster Recovery Planning.” [http://www.nfsa.gov.au/preservation/film\\_handbook/disaster\\_planning.html](http://www.nfsa.gov.au/preservation/film_handbook/disaster_planning.html) (you will have to search for “disaster planning”, and this will come up as the first link.)
- “d-Plan: The Online Disaster-Planning Tool - DEMO.” NEDCC. <http://www.dplan.org>
- 2003. “Digital Preservation Policy Tool.” erpa guidance.  
<http://www.erpanet.org/guidance/index.php>

### **Optional Readings**

- Peters McLellan, Evelyn. 2007. “General Study 11 Final Report: Selecting Digital File Formats for Long-Term Preservation.” InterPARES 2 Project.  
[http://www.interpares.org/display\\_file.cfm?doc=ip2\\_file\\_formats\(complete\).pdf](http://www.interpares.org/display_file.cfm?doc=ip2_file_formats(complete).pdf)
- Heritage Preservation. “Emergency National Task Force - Response and Recovery Resources.”  
<http://www.heritagepreservation.org/PROGRAMS/TFRespRecover.html>
- Russell, A. “Surveying the Digital Readiness of Institutions.” *First Monday*, 12, no. 7 (2007).  
<http://firstmonday.org/htbin/cgiwrap/bin/ojs/index.php/fm/article/view/1921/1803>

## **UNIT ELEVEN: PRESERVATION METADATA (APR 14-20)**

Objective: Students will be able to define the three core types of preservation metadata and will understand some of the challenges preservationists face as they create it.

### **Required Readings**

- Gill, Tony, Anne J. Gilliland, Maureen Whalen, and Mary S. Woodley. "Introduction to Metadata: Setting the Stage," Getty Research Institute, Online Edition. Version 3.0.  
[http://www.getty.edu/research/publications/electronic\\_publications/intrometadata/setting.html](http://www.getty.edu/research/publications/electronic_publications/intrometadata/setting.html)
- *Moving Theory into Practice Digital Imaging Tutorial*, Chapter 5: Metadata.  
<http://www.library.cornell.edu/preservation/tutorial/metadata/metadata-01.html>
- Caplan, Priscilla. 2009. "Understanding PREMIS." Library of Congress.  
<http://www.loc.gov/standards/premis/understanding-premis.pdf>
- McCargar, Victoria. 2005. "No Pain--No Metadata." *The Seybold Report*.  
<http://www.loc.gov/standards/premis/No%20Pain-No%20Metadata.pdf>

### **Optional Readings**

- 2008. "PREMIS Data Dictionary for Preservation Metadata, version 2.0." Library of Congress.  
<http://www.loc.gov/standards/premis/v2/premis-dd-2-0.pdf>
- National Information Standards Organization and AIIM International. "Data Dictionary—Technical Metadata for Digital Still Images" (Z39.87). Available at <http://www.niso.org/standards/z39-87-2006>



## **UNIT TWELVE: PRESERVATION TOOLS, SYSTEMS, AND SERVICES (APR 21-27)**

Objective: Students will be able to explain a variety of digital preservation approaches.

### **Required Readings**

- LOCKSS Part 1: Why Libraries Should Care About LOCKSS  
<http://www.youtube.com/watch?v=POJf38RzihA> and LOCKSS Part 2: Why Libraries Should Consider Joining the LOCKSS Community <http://www.youtube.com/watch?v=AKr1Adc8tnA&feature=related>
- York, Jeremy. 2009. "This Library Never Forgets: Preservation, Cooperation, and the Making of HathiTrust Digital Library." *Proceedings of the Archiving 2009 Conference*. pp. 5-9.  
<http://www.hathitrust.org/documents/This-Library-Never-Forgets.pdf>
- Caplan, Priscilla. "The Preservation of Digital Materials." *Library Technology Reports* 44 (2), (February/March 2008). <http://www.alatechsource.org/ltr/the-preservation-of-digital-materials>
- Moore, Reagan. "Towards a Theory of Digital Preservation." *International Journal of Digital Curation* 3, no. 1 (2008). <http://www.ijdc.net/index.php/ijdc/article/view/63>
- Skinner, Katherine and Matt Schultz. *A Guide to Distributed Digital Preservation*. Chapters 1-2.  
<http://metaarchive.org/GDDP>

### **Optional Readings**

- Minor, D., D. Sutton, A. Kozbial, M. Burek, M. Smorul. (2010) "Chronopolis Digital Preservation Network" *The International Journal of Digital Curation*.  
<https://chronopolis.sdsc.edu/publications/index.html> (second link)

## **UNIT THIRTEEN: ASSESSING DIGITAL PRESERVATION (APR 28-MAY 4)**

Objective: Students will be able to describe what makes a repository “trustworthy” and to explain why the field is developing audit and certification processes for digital preservation.

### **Required Readings**

- Ross, Seamus, McHugh, Andrew. 2006. “The Role of Evidence in Establishing Trust in Repositories.” *D-Lib Magazine*, 12 7/8. <http://www.dlib.org/dlib/july06/ross/07ross.html>
- Requirements for Bodies Providing Audit and Certification. Available at <http://wiki.digitalrepositoryauditandcertification.org/bin/view> as “Requirements for Bodies Providing Audit and Certification.”
- nestor “Catalogue of Criteria for Trusted Digital Repositories.” 2008. [http://files.d-nb.de/nestor/materialien/nestor\\_mat\\_08-eng.pdf](http://files.d-nb.de/nestor/materialien/nestor_mat_08-eng.pdf)
- “Digital Repository Audit Method Based on Risk Assessment (DRAMBORA).” Digital Curation Centre and Digital Preservation Europe. <http://www.repositoryaudit.eu> (read sections: about, objectives, benefits)
- Dale, Robin. “Making Certification Real: Developing Methodology for Evaluating Repository Trustworthiness,” *RLG DigiNews*, 9(5) October 15, 2005, available at: <http://www.worldcat.org/arcviewer/1/OCC/2007/08/08/0000070511/viewer/file3025.html#article2>

### **Video**

- Giaretta, David. 2011. “Who is doing a good job in digital preservation? Audit and Certification.” YouTube: <http://www.youtube.com/watch?v=QjOAXfsNPK0>

### **Optional Readings**

- CCSDS. “Audit and Certification of Trustworthy Digital Repositories,” Magenta Book, September 2011. Available at <http://wiki.digitalrepositoryauditandcertification.org/bin/view> as “Metrics document published by CCSDS”.

## **UNIT FOURTEEN: RIGHTS AND ECONOMICS (MAY 5-11)**

Objective: Students will be able to describe the implications of copyright law and other intellectual property rights on digital preservation and access.

### **DUE Assignment #4: Preservation Plan (Friday, May 11, 11:59 pm ET)**

#### **Rights**

##### **Required Readings**

- Besek, June M. *Copyright Issues Relevant to the Creation of a Digital Archive: A Preliminary Assessment*. Washington, DC: CLIR & LOC ( January 2003).  
<http://www.clir.org/pubs/abstract/pub112abst.html>
- Hirtle, Peter B. "Digital Preservation and Copyright." Stanford University Libraries. Copyright and Fair Use. [http://fairuse.stanford.edu/commentary\\_and\\_analysis/2003\\_11\\_hirtle.html](http://fairuse.stanford.edu/commentary_and_analysis/2003_11_hirtle.html)
- Section 108 Study Group. *Executive Summary*. March 2008.  
<http://www.section108.gov/docs/Sec108ExecSum.pdf>
- Copyright Slide Ruler. <http://www.librarycopyright.net/digitalslider/>

#### **Economics**

##### **Required Readings**

- Blue Ribbon Task Force (2010). "Sustainable Economics for a Digital Planet: Ensuring Long-Term Access to Digital Information." Final Report of the Blue Ribbon Task Force on Sustainable Digital Preservation and Access <http://brtf.sdsc.edu/>
- Beagrie, Neil, Julia Chruszcz, and Brian Lavoie. *Keeping Research Data Safe*. May 2008.  
<http://www.jisc.ac.uk/publications/publications/keepingresearchdatasafe.aspx>. Read Executive Summary.
- Keeping Research Data Safe Factsheet (2011). [http://beagrie.com/KRDS\\_Factsheet\\_0711.pdf](http://beagrie.com/KRDS_Factsheet_0711.pdf) and KRDS2 Activity Model "Lite" [http://beagrie.com/KRDS2\\_Activity\\_Model\\_lite.doc](http://beagrie.com/KRDS2_Activity_Model_lite.doc)
- Rusbridge, Chris. "Excuse Me. . . Some Digital Preservation Fallacies?" *Ariadne*, no. 46 (2006).  
<http://www.ariadne.ac.uk/issue46/rusbridge/>

##### **Optional Readings - Rights**

- Gasaway, Laura N. "America's Cultural Record: A Thing of the Past?" *Houston Law Review*, 2003.  
[http://www.unc.edu/~uncInlg/America's\\_cultural\\_record.htm](http://www.unc.edu/~uncInlg/America's_cultural_record.htm)
- Hirtle, Peter. "Copyright Term and the Public Domain in the United States" (table). (January 2007).  
<http://www.copyright.cornell.edu/resources/publicdomain.cfm> (review this and be aware of its existence—someday you may well need it.)
- Library of Congress, Joint Information Systems Committee, et al. *International Study on the Impact of Copyright Law on Digital Preservation*. July 2008.  
[http://www.digitalpreservation.gov/library/resources/pubs/docs/digital\\_preservation\\_final\\_report2008.pdf](http://www.digitalpreservation.gov/library/resources/pubs/docs/digital_preservation_final_report2008.pdf)

- Section 108. <http://www.section108.gov>
- Society of American Archivists. "Orphan Works: Statement of Best Practices," 2009. <http://www.archivists.org/standards/OWBP-V4.pdf>

### **Optional Readings - Economics**

- Davies, Richard, et al. 2007. "How much does it cost? The LIFE Project - Costing Models for Digital Curation and Preservation." *LIBER Quarterly*. <http://liber.library.uu.nl/publish/articles/000210/article.pdf>
- "Cost Orientation Tool." erpa guidance. <http://www.erpanet.org/guidance/index.php>
- ESPIDA project at the University of Glasgow: <http://www.gla.ac.uk/espida/>
- Tyler Walters and Katherine Skinner, "Economics, Sustainability, and the Cooperative Model in Digital Preservation" *Library High Tech*, v. 28, no. 2 (2010).
- Lavoie, Brian F. 2008. "The Fifth Blackbird: Some Thoughts on Economically Sustainable Digital Preservation." *D-Lib Magazine*. <http://www.dlib.org/dlib/march08/lavoie/03lavoie.html>
- Currall, James, McKinney, Peter. 2006. "Investing in Value," *D-Lib Magazine*, 12:4. <http://www.dlib.org/dlib/april06/mckinney/04mckinney.html>